

## PROCEDURES FOR SUBMITTING PAYMENT REQUESTS

Payment requests may be emailed or mailed to:

[Sierra.Trabeau@LA.GOV](mailto:Sierra.Trabeau@LA.GOV)

LDEQ CWSRF

P.O. Box 4303

Baton Rouge, LA 70821-4303

1. Submit a cover sheet/breakdown of expenses broken down by each budget line item.
2. Submit one payment request, [Form RF-105](#), with proper signatures. Also, attach a complete set of supporting documents (invoices, etc.)
  - a. In the first column under **Budget Amount**, list each line item with the budget amount.
  - b. In the second column under **Amount Previously Paid**, you will carry over the totals listed on the previous payment request under the last column **Totals**.  
**Please be sure to utilize any corrected/revised amounts from the last request, which have been done by our office.**
  - c. In the third column under **Amount Requested**, enter the amounts you are requesting on this payment.
  - d. In the last column **Totals**, enter the sum of **Amount Previously Paid** and **Amount Requested**. The **Totals** column amount must less than or equal to the **Budget Amount** or a Rebudget ([Form RF-107](#)) will need to be submitted and approved by DEQ before further payments can be processed.
3. In the case of multiple construction contracts, you will need to use a second page (**Form RF-105**) and use a separate row per construction contract with the name and number of the construction contract in the first column. You will only reflect money requested for construction on this form.